



## City of Des Moines, Washington

### JOB DESCRIPTION



#### DEPUTY CITY CLERK

Regular, Full-time

**Salary Grade:** G-20

**FLSA Status:** Non-exempt

**Union Status:**

Non-represented

**EEO Category:**

Administrative Support

#### Nature of Work

Under general supervision, the Deputy City Clerk performs a wide variety of administrative support functions to assist in the daily operations and activities of the City Manager's Office, including preparing and posting City Council agendas and minutes, responding to information and public records requests, assisting in administering the City's records management system and providing information to City officials and staff, outside agencies and the public. Reporting to the City Clerk, the incumbent also receives direction and work assignments from the City Manager, Chief Operations Officer, and Human Resources Manager. Responsibilities include providing administrative support for and maintaining the daily appointment calendar of the City Manager. Duties include processing and assisting in the production of sensitive and confidential information involving executive leadership, labor relations, and human resources activities. Responsibilities include processing and preparing a wide variety of specialized reports, correspondence and other documents.

#### Essential Functions

- Responds to inquiries requiring interpretation of policies, procedures, precedents, rules and regulations, and federal, state and local laws as applicable to City Clerk and Council operations; provides information and access to City records to City staff and the public; conducts research on the more complex inquiries, retrieves and makes copies of City Council actions and other public documents upon request; responds to subpoenas and compiles requested documents; ensures compliance with Public Records Act requirements and other applicable regulations; ensures all who contact the office receive excellent customer service; completes surveys from other public agencies as required.
- Drafts preliminary City Council meeting agendas and provides updated agendas to the City Clerk as assigned; arranges for official publication and posting of notices regarding City Council meetings and agendas; prepares meeting minutes; assists in preparing and distributing follow ups on Council actions and directions to City staff; maintains and updates City Council planning guides/preliminary agendas; finalizes resolutions, ordinances, minutes and other documents in preparation for signature; attends City Council meetings as assigned; performs all duties as prescribed by law for the City Clerk, acting as the City Clerk in his/her absence.
- Provides administrative support for and maintains the daily appointment calendar of the City Manager. Composes and/or drafts a variety of letters, memos, minutes, contracts, forms, reports, presentation, organizational charts, and other documents; operates computers to produce documents with clearly organized thoughts using proper sentence construction,

punctuation, and grammar. Proofreads and checks a variety of forms, documents and other materials for accuracy, completeness and compliance with policies and procedures.

- Prepares for, coordinates, schedules and arranges meetings, retreats, special events for the City Manager and City Council. Answers City Manager's telephone, greets customers, responds to inquiries and complaints or directs to the appropriate staff person or the City Manager for resolution. Reviews correspondence and reports from other departments for accuracy, form and completion.
- Assists in the administration of the City's record management and document imaging program in accordance with current federal, state and municipal legal requirements; oversees the preservation and maintenance of historical documents such as minutes, resolutions, ordinances, deeds and easements; organizes and prepares Council and committee agendas, minutes, resolutions and ordinances for document imaging; archives and indexes records annually; oversees the retrieval, destruction and storage of records according to City records management policies and procedures.
- Assists the City Clerk in conducting City elections; performs pre-election support functions including assembling packets and instructions to candidates, publishing legal election notices, processing election documents, preparing and maintaining candidate lists and statement logs; and provides information to candidates and the public on election and candidacy requirements and procedures.
- Designs, edits, and coordinates production and distribution of the City's quarterly newsletter, City Currents.
- Serves as acceptance agent for Claims for Damage and lawsuits against the City; receives, processes and tracks claims; assembles data for routing to Washington Cities Insurance Authority, in the absence of the City Clerk.
- Acts as Commute Trip Reduction Coordinator for the City; distributes program information, maintains intranet information, coordinates bi-annual survey, prepares annual CTR report to King County, and assists employees in researching individual commute options.
- Assists and acts in a confidential capacity in support of the City Manager and designees who participate directly in labor negotiations, formulate labor relations policy, and administer collective bargaining agreements; such duties and office proximity make the incumbent privy to sensitive labor relations information, the disclosure of which would damage the collective bargaining process.
- Provides human resources clerical support such as maintaining confidential medical files, recruitment files, and other personnel related documents. Monitors the employee performance evaluation process by tracking evaluation dates and sending out reminder notices to department heads. Updates and maintains files regarding labor negotiations, grievances, appeals and other labor-management interactions.
- Facilitates the City's Wellness program, ensuring that AWC milestones are reached to stay in compliance with Well City standards. Tracks and coordinates employee recognition, years of service and retirement recognition awards. Coordinates agency-wide training activities including logistics of location, speakers, sending notices, preparing training materials, arranging for refreshments, and tracking attendance.
- Serves as Safety Board Secretary; prepares agendas and minutes, schedules meetings and hearings; arranges safety training and secures training materials as required.
- Assists in recruitment and selection functions including placing job advertisements and responding to general questions from applicants. Utilizes the City's online employment application system to send notices to job applicants regarding skills testing, interviews, and application status, as requested.

- Prepares and publish public notices and other legal advertisements of notices. Coordinates publication with local newspaper, including dates and text of publication in the absence of the City Clerk.
- Acts as Custodian of the Official Seal for the City. Manages and prepared certified true copies as necessary, in the absence of the City Clerk.
- Serve as liaison to King County Elections Office and Public Disclosure Commission. Provides information as required, in the absence of the City Clerk.
- Administers the Oath of Office to City Council members, in the absence of the City Clerk.
- Operates a computer and peripheral equipment to maintain records and generate lists, reports and other materials; and operates other standard office equipment.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

### **Necessary Knowledge, Skills, and Abilities**

- Ability to research complex issues and developing recommended action; ability to carry out assigned projects to completion.
- Ability to operate office tools and equipment and knowledge of general office practices and procedures.
- Working knowledge of Microsoft Office Suite products.
- Ability to type at least 60 words per minute with accuracy.
- Ability to communicate effectively, verbally and in writing.
- Ability to professionally deal with the public, staff members and other agencies on the phone and in person; and the ability to establish and maintain effective working relationships with the City Manager, City Council, department directors, employees, and the public.
- Ability to organize and summarize complex material; to compose effective correspondence independently; to take notes quickly and accurately; and the ability to work independently with minimum supervision; and maintain confidentiality.
- Ability to plan, organize and schedule office priorities.
- Ability to use independent judgment and initiative.
- Ability to discreetly handle confidential and politically sensitive matters.
- Ability to take and compose minutes of meetings.
- Considerable knowledge of English grammar, spelling and composition.

### **Education and Experience Requirements**

- Five years of increasingly responsible secretarial/administrative office support experience.
- Two years of college-level course work or vocational training in business administration, office management or related field preferred.
- Advanced skills in operating Microsoft Word and Outlook required.
- Visio experience preparing organizational charts preferred.
- Public sector experience and certification as a Municipal Clerk preferred.
- An equivalent combination of education and experience may be qualifying.

**Special Requirements**

- Must obtain Municipal Clerk certification within four years of employment.
- Must obtain notary public certification within two months of employment.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

**Working Conditions and Physical Abilities**

Work is performed in an office environment although some travel and night meetings are required. The position requires continuous decision making, interpersonal skills, teamwork, creativity, customer service, performance of basic and advanced math, discretion, presentation/teaching, problem analysis, negotiation, mentoring, independent judgment and/or action; and the ability to read, understand, write and speak English.

The position requires continual talking, hearing, and sitting; frequent fingering, feeling, grasping, handling and repetitive motion of hands and wrists; occasional standing, walking; rare reaching, bending, and climbing. Must be able to push, pull, lift, and carry 20 pounds.

**Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

**General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

- Established 2017.